

North Carolina Department of Health and Human Services
North Carolina Medicaid
Division of Health Benefits
FAMILY AND CHILDREN'S MEDICAID MANUAL

MA-3345

AGE/NAME/MARITAL STATUS

REISSUED 04/04/2025 – CHANGE NO. 03-25

I. INTRODUCTION

At application, recertification and/or change in circumstance, an applicant/beneficiary (a/b) provides vital information that should be reflected accurately in the NC FAST eligibility system. The purpose of this section is to provide guidance for when and how to verify Age, Name, and Marital Status.

II. POLICY PRINCIPLES

A. Age

1. An a/b's age is required to evaluate what program(s) the a/b may be potentially eligible for and determine financial responsibility.
2. The date of birth used must match Social Security records.
3. Accept the a/b's self-attestation of age unless a discrepancy is found.

B. Name

1. The name used must match Social Security records.
2. The correct name is required for claims to process correctly and for Medicare buy-in to be accomplished through Social Security.
3. The a/b's self-attestation of name is acceptable unless a discrepancy is found, or it does not match Social Security records.

C. Marital Status

1. Marital status is required to determine financial responsibility of the spouse when applicable.
 - a. The spouse is financially responsible if the a/b lives with the spouse. (Refer to MA-2260 Financial Eligibility Regulations PLA, MA-3305 MAF, MIC, HSF Budgeting, MA-3306 Modified Adjusted Gross Income.)
 - b. The a/b can transfer assets to the spouse without sanction. (Refer to MA-2240 Transfer of Assets.)

- c. The a/b in long term care may protect income and resources for the spouse at home. (Refer to MA-2231 and MA-3322 Community Spouse Resource Protection.)

2. An a/b's self-attestation is acceptable unless a discrepancy is found.

III. VERIFICATION PROCEDURES

When a discrepancy is found regarding any of the information (age, name, marital status) provided by the a/b, verification is required. Caseworkers must check all available electronic and agency records prior to requesting verification from the a/b.

A. Age

1. If the a/b's self-attestation is not accepted due to a discrepancy, obtain verification from one of the following sources:

- Birth certificate issued by a governmental body
- Hospital records established at the time of birth, including a hospital-issued birth certificate
- Social Security Administration records
- Driver's license
- Marriage license
- Bible records
- Baptismal or confirmation records
- Passport
- Military records
- School records
- Institutional records or physicians' records
- Court records, including adoption records
- Immigration records
- Naturalization records
- United States census records
- Notarized statement from a private adoption agency that has custody of a child during the period of adoptive placement

2. If none of the documents listed above in III. A.1. are available, accept a witnessed statement from an individual having specific knowledge of the client's age, the statement should include:

- a. Name, date, and place of birth of the a/b,
- b. The individual's relationship to a/b, and
- c. Basis of the individual's knowledge

3. Verification Sources

The following sources are available for verification of births:

- a. Individuals born in N.C.:
 - (1) NCOVR Attn: VC Certificate Orders
1903 Mail Service Center
Raleigh, North Carolina 27699-1903
 - (2) The County Register of Deeds where the individual was born.
- b. For individuals born in other states, contact the state to determine what agency to contact for birth verification.
- c. Children born to U.S. citizens in overseas governmental services:

Office of Authentications, U.S. Department of State
44132 Mercure Circle
P.O. Box 1206
Sterling, VA 20166-1206

B. Name

1. If the a/b's self-attestation is not accepted due to a discrepancy, obtain verification from the BENDEX, SDX, SOLQ, Social Security card, or Medicare card as the person's name for Medicaid purposes.
2. If a discrepancy exists, between online sources and the name on the Social Security or Medicare card use the name from the SOLQ verification.

C. Marital Status

1. Marriage
 - a. **If the a/b's self-attestation is not accepted due to a discrepancy, obtain verification from one of the following sources:**
 - (1) Copy of marriage license, or
 - (2) Verified information from a county Register of Deeds office or state Vital Records office, Use the [DHB-5175 Marriage Verification](#), to request this information. Refer to instructions below.
 - (3) Copy of marriage certificate signed by person officiating the wedding and witnesses
 - (4) Newspaper account,

- (5) Bible records,
- (6) U.S. census records,
- (7) Immigration/naturalization records, or
- (8) Witnessed statement from an individual having specific knowledge about the marital status of the a/b. The statement must include the spouses' names, including the maiden name, their ages, place of marriage, the individual's relationship to the a/b and the basis of the individual's knowledge.

b. If the DHB-5175 Marriage Verification, is used, the following information must be provided and the form sent to the Register of Deeds in the county where the marriage took place.

- (1) The names of each spouse, including any maiden name,
- (2) The place of marriage, i.e., the county, or city and state,
- (3) The ages of each spouse when the license was issued. If age disagrees with information given at intake, explain why,
- (4) The addresses of each spouse at the time marriage license was issued, and
- (5) The parents' names.

2. Divorce

a. If a/b's self-attestation is not accepted due to a discrepancy, obtain verification of divorce through legal information such as court documents or through the attorney who handled the divorce.

Note: Divorce certificates may be obtained at the County Clerk of Court where the event took place or obtained from the state Vital Records office.

b. Document in the record how the information was verified.

- (1) If by court document, indicate if the document was viewed by the caseworker.
- (2) If the information was provided by a court official, document name and position, how the person was contacted, and the date of verification.

- (3) If the information was provided by an attorney, indicate what information was provided, how it was received, and the date of verification.

3. Marital Separation

- a. If a/b's self-attestation is not accepted due to a discrepancy, obtain verification by one of the following sources:
 - (1) Verification of legal separation is the same as in III.C. 2. above for divorce.
 - (2) Verification of an informal separation, one of the following can be accepted.
 - (a) signed statement from either one of the spouses, or
 - (b) signed statements from two knowledgeable sources
- b. Document in the record how the information was verified.